CIG ADMINISTRATIVE ORDERS



MEMORANDUM FOR THE RECORD PILE NUMBER PROPOSED TO THE PLANT STATE AND STAT
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"CIA(and Phedecesson Organizations) Organizational Charts"
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OFFICE AND TITLE SIGNATURE

COPY NO. 66

22 July 1946

CENTRAL INTELLIGENCE GROUP

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C.I.G. ADMINISTRATIVE

ORGANIZATION AND FUNCTIONS OF THE CENTRAL INTELLIGENCE GROUF
References: a. C.I.G. "Reorganization of the Central Intelligence Group", 19

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July 1946.

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b. C.I.G. Administrative "Organization and Functions of Executive Office", 22 July 1946.

- 1. Attached hereto are charts showing the tentative organization and functions of the components of the Central Intelligence Group down to and including the branch level, except for the Interdepartmental Coordinating and Planning Staff for which only general functions are outlined. These charts are intended as a general guide in building the final detailed organization which will be progressively adopted consistent with the availability of personnel, space and funds.
- 2. Acting Assistant Directors of the Offices, and the Acting Chief of the Interdepartmental Coordinating and Planning Staff will submit to the Executive Director detailed recommendations as follows: (a) changes in proposed organization of their respective offices and staff to branch level; (b) detailed organization of divisions, sections, and units within each branch of their respective organizations.
- 3. The Office of Special Operations and the Office of Research and Evaluation will continue their current operations and will progressively expand existing organization and functions along lines prescribed in the attached charts, amended where necessary in accordance with procedures outlined in paragraph 2 above.

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4. Because of the limited personnel presently available, the Office of Collection, Office of Dissemination, and the Inter-departmental Coordinating and Planning Staff activities will

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necessarily be restricted largely to planning for future operations. However, operations will begin as early as practicable and will progressively expand along lines indicated by the attached charts, amended where necessary by action outlined in paragraph 2 above.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

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Colonel, CAC Executive for Personnel and Administration

COPY NO. 48

6 August 1946

CENTRAL INTELLIGENCE GROUP

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CHANGES NO, 1 to CIG ADMINISTRATIVE of 22 JULY 1946

1. Plate 6 "OFFICE OF COLLECTION" of charts "TENTATIVE ORGANIZATION AND FUNCTIONS OF THE CENTRAL INTELLIGENCE GROUP" is changed as follows:

Paragraph 3 under functions of ASSISTANT DIRECTOR OF THE OFFICE OF COLLECTION is changed to read as follows:

3. In conjunction with the Interdepartmental Coordinating and Flanning Staff conducts constant research into the field of collection of information, and recommends new means, methods and techniques for improving the over-all intelligence coverage by United States governmental collecting agencies.

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2. Plate 6 of all charts attached to CIG Administrative Order 22 July 1946 will be corrected accordingly.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Colonel, CAC
Executive for Fersonnel and
Administration

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12 August 1946

CENTRAL INTELLIGENCE GROUP

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CHANGES NO. 2 TO CIG ADMINISTRATIVE

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Reference is made to CIG Administrative 22

July 1946. The following outlines the organization and functions
of the Interdepartmental Coordinating and Planning Staff (short
title ICAPS) and will constitute Plate 3 of the charts attached
to CIG Administrative

INTERDEPARTMENTAL COORDINATING AND PLANNING STAFF

- 1. The Interdepartmental Coordinating and Planning Staff will function under the direction of a chief appointed by the Drector of Central Intelligence. In the chief's absence, ICAPS will be under the direction of such member of the staff as he may designate. No functional sub-division of the staff is contemplated at this time. Its members will form working groups from time to time to handle procedures, policies, studies, plans, and liaison relative to intelligence matters of CIG and of the State, War, Navy and other governmental departments concerned.
- 2. ICAPS acts for the Director of Central Intelligence in the coordination of intelligence activities related to the national security, and in the preparation of recommendations regarding the establishment of overall policies, plans and procedures to assure the most effective accomplishment of the national intelligence mission.
- maintain continuous supervision of the planning and coordination of the intelligence activities of the Central Intelligence Group. It will focus its activities on the coordination of the intelligence activities of the State, War, Navy and other governmental departments and individuals concerned, to assure

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- a. The facilities of each activity are adequate to discharge its responsibilities;
- b. All appropriate fields of intelligence endeavor are adequately covered;
- c. The facilities of the Central Intelligence Group are operating to provide the best possible service to the State, War, Navy and other governmental departments and individuals concerned;
- d. Raw information from all sources is received by the Central Intelligence Group and, where appropriate, promptly distributed to the State, War, Navy and other governmental Departments and individuals concerned;
- e. The intelligence requirements of the State, War, Mary and other governmental departments and individuals comcerned are adequately met;
- f. Methods, procedures and controls are adequate Vithin the Central Intelligence Group and the State, War, Navy and other governmental departments for the expeditious collection and integrated research and evaluation of information, and for the prompt dissemination of strategic and national policy intelligence.
- 4. To the end that ICAPS may fully discharge its responsibilities concerning intelligence matters, the Executive Director, after an appropriate review for administrative coordination, will refer to ICAPS for overall planning and policy coordination all proposed policies, plans and procedures related to intelligence matters which may originate in the offices of CIG. Wherever practicable, policies, plans and procedures initiated by offices of CIG will be cooredinated with ICAPS from their inception. Any new projects requiring consultation with the intelligence agencies of the government must be so coordinated. In discharging its responsibilities, ICAPS hay request the offices of CIG to conduct such studies or to provide

such personnel or other assistance to ICAPS as it considers necessary to assist it in the conduct of its studies. Such requests will normally be forwarded to the offices through the Executive director for administrative coordination. Exceptions to the foregoing procedure will be matters pertaining to the Office of Special Operations, over which the Director of Central Intelligence maintains direct control. On such matters, ICAFS will make recommendations for coordination and planning to the Director, who will issue necessary instructions to the Assistant Director for Special Operations.

- 5. ICAPS will make recommendations concerning new plans and policies or changes in existing policies relating to intelligence matters to the Executive Director for policy decision by the Director. ICAPS shall call on the Executive Office for such assistance as it may require in the final drafting of documents being prepared for the approval of the Director or for presentation by the Director of the NIA.
- 6. ICAPS will act for the Director to assure the proper implementation of those intelligence policies, plans and procedures which have been approved by the Director or by the NIA.
- 7. ICAPS will establish and coordinate the procedures relative to CIG liaison and contacts with the participating agencies of the United States Government pertaining to intellicance and will coordinate the working liaison arrangements and procedures relating to intelligence established by the operating offices of CIG with participating agencies of the United States Government.
- 8. In conducting the studies for the coordination of the antelligence activities of the State, War, Navy and other governmental agencies and individuals ICAPS will maintain direct laarson with the various intelligence agencies of the Government and with related individuals and organizations.

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clative to intelligence matters on departmental or interdepartmental committees, boards, groups, etc., including committees of the JCS, effecting the necessary coordination in these matters with the Executive Staff and the Operating offices of CIG.

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Colonel, CAC, Executive for Personnel and administration.

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16 August 1946

CENTRAL INTELLIGENCE GROUP

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CHANGES NO. 3 TO C.I.G. ADMINISTRATIVE

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1. Reference is made to Plate No. 4 of charts attached to C.I.G. Administrative dated 22 July 1946. The Control Branch, together with its three divisions, is eliminated from the chart. The functions of the Control Branch, as outlined on Plate No. 4, are reassigned as follows:

a. Those pertaining to foreign liaison and public relations to the Advisory Council, Operations Branch Executive Office.

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- <u>b</u>. Those pertaining to departmental liaison to ICAPS.

 In this connection, reference is made to Changes No. 2 to

 C.I.G. Administrative dated 12 August 1946.
- c. Those pertaining to legislative liaison to the Personnel and Administrative Branch, Executive Office.
- 2. A revised plate No. 4 pertaining to the Executive Staff Central Intelligence Group, will be published in the near future.

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Executive for Personnel and Administration

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3 September 1946

CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE

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1. Reference is made to C.I.G. Administrative Order dated 22 July 1946 and to the charts attached thereto. Changes are made in the charts attached to C.I.G. Administrative Order as follows:

a. On Plate No. 1, "ORGANIZATION CENTRAL INTELLIGENCE GROUP", change the solid line between the "Executive Office" and the "Secretary, National Intelligence Authority", to a dotted line, and show a solid line from the "Director of Central Intelligence" to the "Secretary, National Intelligence Authority."

<u>b.</u> On Plate No. 2, "OFFICE OF THE DIRECTOR", insert below the block labeled "Sccretariat" a new block with dotted lines labeled "Secretariat, National Intelligence Authority" and join this new block with the "Director of Central Intelligence" by a solid line and with the "Executive Staff" by a dotted line.

c. On Plate No. 3, "INTERDEPARTMENTAL COORDINATING AND PLANNING STAFF" add Paragraph 10 to read as follows:

10. ICAPS will act for the Director in a staff capacity to maintain over-all supervision of organizational matters pertaining to C.I.G. including the functional organization of the offices and the activities of C.I.G., and the over-all allotment of personnel to the various components of C.I.G. in coordination with the Executive for Personnel and Administration.

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d. Substitute for Plate No. 4, "EXECUTIVE STAFF, CENTRAL INTELLIGENCE GROUP", as amonded by Changes No. 3 to C.I.G. Administrative the attached chart, "EXECUTIVE STAFF, CENTRAL INTELLIGENCE GROUP" revised 30 August 1946. Plate No. 4 dated 22 July 1946 should be destroyed by burning and the new plate attached substituted therefor.

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Colonel, CAC Executive for Personnel and Administration

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10 September 1/46

CENTRAL INTELLIGENCE GROUP

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CHANGES NO. 5 TO

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- 1. Reference is made to C.I.G. Administrative dated 22 July 1946 and to Plates 1, 2, 6, and 8 of the Charts attached thereto. The following changes in organization and functions are effective this date:
 - a. The Office of Collection is abolished.
 - b. The Office of Dissemination is abolished.
 - <u>c</u>. The Office of Collection and Dissemination is constituted and all functions currently assigned to the Office of Collection and the Office of Dissemination are reassigned to the Office of Collection and Dissemination, except as indicated in subparagraph <u>d</u>. below.
 - d. The functions of the Office of Dissemination pertaining to maintaining an operations room, and briefings and presentations in connection therewith are transferred to the Office of Research and Evaluation.
- 2. Detailed functional charts reflecting this change in the organization of C.I.G. will be issued later. For planning purposes the following additional change is contemplated:
 - a. Reference Plate 6 of the charts attached to C.I.G. Administrative the Security Branch, Office of Collection will be abolished at a later date and reconstituted as the Office of Security.
- 3. In the future recommendations called for by paragraph 2, C.I.G. Administrative will be submitted to ICAPS, attention Advisor for Organizational Management.
- 4. Personnel Orders making the necessary reassignment of personnel will be issued separately.

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Colonel, CAC
Executive for Personnel and Administration

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31 October 1946

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CENTRAL INTELLIGENCE GROUP

CHANGES NO. 6 TO

C.I.G. ADMINISTRATIVE

1. Reference CIG Administrative Order No. 6 dated

22 July 1946 setting forth the tentative organization and functions of the components of the Central Intelligence Group.

2. The name of the "Office of Research and Evaluation", CIG, is hereby changed to the "Office of Reports and Estimates".

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Deputy Executive for Personnel and Administration

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C.I.G. ADMINISTRATIVE

AMENDMENT NO. 1

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ORGANIZATION AND FUNCTIONS OF THE C.I.G.

Indicated thereon was.

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1. C.I.G. Administrative

dated 22 July 1946,

Subject: "Organization and Functions of the Central Intelligence Group", and Changes Nos. 1 through 6 thereto, are hereby rescinded.

2. Organization chart dated 22 November 1946, indicating the organizational structure and functions of various components of C.I.G. supersedancy existing orders on this subject.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Executive for Personnel and Administration

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Effective until cancelled or superseded per C16 mems dated 30 June 47.

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CENTRAL INTELLIGENCE GROUP

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CHANGES NO. 2 to

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Reference is made to CIG Administrative 22 July 1946.

The following outlines the organization and functions of the Interdepartmental Coordinating and Planning Staff (short title ICAPS) and will constitute
Plate 3 of the charts attached to CIG Administrative

INTERDEPARTMENTAL COORDINATING AND PLANNING STAFF

- 1. The Interdepartmental Coordinating and Planning Staff will function under the direction of a chief appointed by the Director of Central Intelligence. In the chief's absence, ICAPS will be under the direction of such member of the staff as he may designate. No functional sub-division of the staff is contemplated at this time. Its members will form working groups from time to time to handle procedures, policies, studies, plans and liaison relative to intelligence matters of CIG and of the State, War, Navy and other governmental departments concerned.
- 2. ICAPS acts for the Director of Central Intelligence in the coordination of AT intelligence activities related to the national security, and in the preparation of recommendations regarding the establishment of overall policies, plans and procedures to assure the most effective accomplishment of the national intelligence mission.
- 3. In discharging these responsibilities this staff will maintain continuous supervision of the planning and coordination of the intelligence activities of the Central Intelligence Group. It will focus its activities on the coordination of the intelligence activities of the State, War, Navy and other governmental departments and individuals concerned, to assure that:
 - a. The facilities of each activity are adequate to discharge its responsibilities;
 - b. All appropriate fields of intelligence endeavor are adequately covered;



- c. The facilities of the Central Intelligence Group are operating to provide the best possible service to the State, War, Navy and other governmental departments and individuals concerned;
- d. Raw information from all sources is received by the Central Intelligence Group and, where appropriate, promptly distributed to the State, War, Navy and other governmental departments and individuals concerned;
- e. The intelligence requirements of the State, War, Navy and other governmental departments and individuals concerned are adequately met.
- f. Methods, procedures and controls are adequate within the Central Intelligence Group and the State, War, Navy and other governmental departments for the expeditious collection and integrated research and evaluation of information, and for the prompt dissemination of strategic and national policy intelligence.
- 4. To the end that ICAPS may fully discharge its responsibilities concerning intelligence matters, the Executive Director, after an appropriate review for administrative coordination, will refer to ICAPS for overall planning and policy coordination all proposed policies, plans and procedures related to intelligence matters which may originate in the offices of CIG. Wherever practicable, policies, plans and procedures initiated by offices of CIG will be coordinated with ICAPS from their inception. Any new projects requiring consultation with the intelligence agencies of the government must be so coordinated. In discharging its responsibilities, ICAPS may required. the offices of CIG to conduct such studies or to provide such personnel or other assistance to ICAPS as it considers necessary to assist it in the conduct of its studies. Such directives will normally be forwarded to the offices through the Executive Director for administrative coordination. Exceptions to the foregoing procedure will be matters pertaining to the Office of Special Operations, over which the Director of Central Intelligence maintains direct control. On such matters, ICAPS will make recommendations for coordination and planning to the Director, who will issue necessary instructions to the Assistant Director for Special Operations.

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- 5. ICAPS will make recommendations concerning new plans and policies or changes in existing policies relating to intelligence matters to the Executive Director for policy decision by the Director. ICAPS shall call on the Executive Office for such assistance as it may require in the final drafting of documents being prepared for the approval of the Director or for presentation by the Director to the NIA.
- 6. ICAPS will act for the Director to assure the proper implementation of those intelligence policies, plans and procedures which have been approved by the Director or by the NIA.
- 7. ICAPS will establish and coordinate the procedures relative to CIG liaison and contacts with the participating agencies of the United States Government pertaining to intelligence and will coordinate the working liaison arrangements and procedures relating to intelligence established by the operating offices of CIG with participating agencies of the United States Government.
- 8. In conducting the studies for the coordination of the intelligence activities of the State, War, Navy and other governmental agencies and individuals, ICAPS will correspond and otherwise maintain direct liaison with the various intelligence agencies of the Government and with related individuals and organizations.
- 9. ICAPS will provide or arrange for CIG representation relative to intelligence matters on departmental or interdepartmental committees, boards, groups, etc., including committees of the JCS, effecting the necessary coordination in these matters with the Executive Staff and the operating offices of CIG.
- 10. ICAPS will control arrangements for such special liaison officers as may be designated by other agencies of the government to CIG for intelligence matters and will assure that such liaison officers have available necessary space and facilities for the conduct of their activities.

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CENTRAL INTELLIGENCE GROUP

CHANGES NO. 4 TO ADMINISTRATIVE C.I.G.

1. Reference is made to C.I.G. Administrative dated 22 July 1946 and to the charts attached thereto. Changes are made in the charts attached to C.I.G. Administrative Order

as follows

a. On Plate Wo. 1, "ORGANIZATION CENTRAL INTELLIGENCE GROUP", change the solid line between the "Executive Office" and the "Secretary National Intelligence Authority", to a dotted line, and show a solid line from the "Director of Central Intelligence" to the "Secretary, National Intelligence Authority."

b. On Plate No. 2, "OFFICE OF THE DIRECTOR", insert below the block labeled "Secretakist" a new block with dotted lines labeled "Secretarist, Wational Intelligence Authority" and join this new block with the "Director of Central Intelligence" by a solid line and with the "Executive Staff" by a dotted line.

c. On Plate No. 3, "INTERDEPARTMENTAL COORDINATING AND PLANNING STAFF" add Paragraph 10 to kead as follows:

10. ICAPS will act for the Director in a staff capacity to maintain over-all supervision of organizational matters pertaining to C.I.G. including the functional organization of the offices and the activities of C. T.G., and the overall allotment of personnel to the various components of C.I.G. in coordination with the Executive for Personnel and Administration.

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d. Substitute for Ploto No. 4, "EXECUTIVE STAFF, CENTRAL INTELLIGENCE GROUP", as amended by Changes No. 3 to C.I.G. Administrative the attached chart, "EXECUTIVE STAFF, CENTRAL INTELLIGENCE GROUP" revised 30 August 1946. Plate No. 4 dated 22 July 1946 should be destroyed by burning and the new plate attached substituted therefor.

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Colonel, CAC
Executive for Personnel and
Administration

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CHANGES #4 to Admin.

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16 August 1946

CENTRAL INTELLIGENCE GROUP

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CHANGES NO. 3 TO C.I.G. ADMINISTRATIVE

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- 1. Reference is made to Plate No. 4 of charts attached to C.I.G. Administrative dated 22 July 1946. The Control Branch, together with its three divisions, is eliminated from the chart. The functions of the Control Branch, as outlined on Plate No. 4, are reassigned as follows:
 - a. Those pertaining to foreign liaison and public relations to the Advisory Council, Operations Branch Executive Office.
 - <u>b.</u> Those pertaining to departmental liaison to ICAPS.

 In this connection, reference is made to Changes No. 2 to

 C.I.G. Administrative dated 12 August 1946.
 - c. Those pertaining to legislative liaison to the Personnel and Administrative Branch, Executive Office.
- 2. A revised plate No. 4 pertaining to the Executive Staff Central Intelligence Group, will be published in the near future.

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Colonel, CAC
Executive for Personnel and
Administration

COPY NO. 39

10 September 1946

CENTRAL INTELLIGENCE GROUP

CHANGES NO. 5TO

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- 1. Reference is made to C.I.G. Administrative dated 22 July 1946 and to Plates 1, 2, 6, and 8 of the Charts attached thereto. The following changes in organization and functions are effective this date:
 - a. The Office of Collection is abolished.
 - b. The Office of Dissemination is abolished.
 - c. The Office of Collection and Dissemination is constituted and all functions currently assigned to the Office of Collection and the Office of Dissemination are reassigned to the Office of Collection and Dissemination, except as indicated in subparagraph d. below.
 - d. The functions of the Office of Dissemination pertaining to maintaining an operations room, and briefings and presentations in connection therewith are transferred to the Office of Research and Evaluation.
- 2. Detailed functional charts reflecting this change in the organization of C.I.G. will be issued later. For planning purposes the following additional change is contemplated:
 - a. Reference Plate 6 of the charts attached to C.I.G. Administrative the Security Branch, Office of Collection will be abolished at a later date and reconstituted as the Office of Security.
- 3. In the future recommendations called for by paragraph 2, C.I.G. Administrative will be submitted to ICAPS, attention Advisor for Organizational Management.
- 4. Personnel Orders making the necessary reassignment of personnel will be issued separately.

Colonel, CAC
Executive for Personnel and Administration

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C.I.G. ADMINISTRATIVE

ORGANIZATION AND FUNCTIONS OF THE C-I.G.

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L. C.I.G. Administrative dated 22 July 1946, Subject: "Organization and Functions of the Central Intelligence Group", and Cowngos Nos. 1 through 6 thereto, are hereby rescinded.

2. Organization chart dated 22 November 1946, indicating the organizational structure and functions of various components of C.I.G. supersed any existing orders on this subject.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Colonel, CAG

Executive for Personnel and Idministration

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CENTRAL INTELLIGENCE GROUP

Subject: "Organization and Functions of the Central Intelligence Group", and

ORGANIZATION AND FUNCTIONS OF THE C.I.G.

AMENDMENT NO. 1

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22 November 1946

		2.	Organization	chart dated	22 November 1	.946, indi	eating the
A Rose Commence of the Commenc	organizationa	l structur	re and functi	ons of vari	ous components	of C.I.G.	supersedes
	any existing	orders on	this subject	i•,			
		FOR	THE DIRECTOR	OF CENTRAL	INTELLIGENCE:		
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				Executive	Colonel, for Personnel	CAC and Admin	istration
	May						

C.I.C. ADMINISTRATIVE

1. C.I.G. Administrative

Changes Nos. 1 through 6 thereto, are hereby rescinded.

Approved For Release 2001/07/12: CIA-RDP81-00728R000100050006-3

31 October 1946

CENTRAL INTELLIGENCE GROUP

CHANGES NO. 6 TO

C.I.G. ADMINISTRATIVE

1. Reference CIG Administrative Order 22 July 1946 setting forth the tentative organization and functions of the components of the Central Intelligence Group,

2. The name of the "Office of Research and Evaluation", CIG, is hereby changed to the "Office of Reports and Estimates". FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Deputy Executive for Personnel / and Administration

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CENTRAL INTELLIGENCE GROUP

CHANGES NO. 6 TO

CIG ADMINISTRATIVE

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1. Reference CIC Administrative Order dated

22 July 1946 setting forth the tentative organization and functions of the components of the Central Intelligence Group.

2. The name of the "Office of Research and Evaluation", CIG, is hereby changed to the "Office of Reports and Estimates".

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Deputy Executive for Personnel and Administration

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CENTRAL INTELLIGENCE GROUP

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DISPOSITION FORM

FROM	T0	DATE		FROM	TO	DATE	
			DIRECTOR OF CENTRAL INTELLIGENCE				CHIEF, CENTRAL REPORTS STAFF
		 	DEPUTY DIRECTOR, C.I.G.				W. Europe-Africa Branch
		-	ASSISTANT TO THE DIRECTOR				E. Europe-USSR Branch
		 	SECRETARY, N.I.A.				Middle East-India Branch
X		10/28	Chief, Interdepartmental Coordina	ting a	nd F	lan-	Far East-Pacific Branch
		1/	CHIEF OF OPERATIONAL SERVICES ning Staf	t C			Western Hemisphere Branch
	X	 	Executive, Personnel and Administ	ration			
		 					
			CHIEF, CENTRAL PLANNING STAFF	<u> </u>	ļ		ADMINISTRATIVE OFFICER
			Policy & Review Branch	<u> </u>			Personnel Branch
			Information Branch		<u> </u>	<u> </u>	Budget & Fiscal Branch
-		1	Intelligence Branch				Administrative Services Branch
		1	Security Branch			<u> </u>	Central Records
		1	Support Branch				Security Branch
REFER	ENCE	<u>s</u> :	ENCLOSURES:		ACTIO	N	DIRECT REPLY
					RECOM	MENDATI	ONCOMMENT
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REMARKS:

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Subject: Change of designation for ORE.

- 1. The Director of Central Intelligence has approved changing the designation of the Office of Research and Evaluation to "The Office of Reports and Estimates".
 - 2. Please announce the change.



(Continue "Remarks" on back, if necessary)

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August 13, 1946

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MEMORANDUM FOR THE EXECUTIVE DIRECTOR:

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Subject: Changes to CIG Administrative

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With reference to CIG Administrative dated 22 July 1946, and to changes thereto, and conversations between the Executive Director, Assistant Executive Director, and the Chief of the Control Branch on 12 August, there is attached herewith the text of proposed changes to CIG Administrative

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Captain, USNR Executive for Control

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CENTRAL INTELLIGENCE GROUP

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CHANGES NO. to

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That part of Plate No. 4 of the charts attached to CIG Administrative pertaining to the Control Branch will be replaced by the following:

- 1. The Control Branch, together with the three sub-divisions thereon will be eliminated from the chart.
- 2. The functions of the three divisions of the Control Branch as presently outlinedwill be redistributed as follows:
 - a. Foreign Liaison Division to Operations Branch.
 - b. Departmental Liaison Division to ICAPS.
 - c. Public Relations Division to Operations Branch.
 - d. Legislation Liaison Division to Personnel and Administrative Branch.

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CONFIDENTIAL

CENTRAL INTELLIGENCE GROUP

WASHINGTON, D. C.

9 August 1946

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MEMORANDUM FOR THE EXECUTIVE DIRECTOR:

Subject: Changes No. 3 to CIG Administrative

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- With reference to Changes No. 3 to CIG Administrative it is thought that the proposed functions of the Control Branch are of such a nature that a separate branch is not required for them. It is felt that the interdepartmental liaisons envisaged are divided into two catagories: (1) intelligence; (2) policy. Paragraph 2 of Changes No. 3 to CIG Administrative Order specifically excepts from the duties of the Control Branch liaison affecting purely intelligence matters which is to be handled by ICAPS. Matters of policy liaison will most often be handled by those offices directly affected or by a member of ICAPS. which by Changes No. 2 to CIG Administrative Order is charged with the supervision of policy planning. Therefore, it is questionable whether an interdepartmental liaison division is needed within the Control Branch.
- 2. It is definitely felt that a legislative liaison division is needed in order to keep the Director informed concerning pending legislation affecting CIG. However, as legislation affecting CIG will largely fall within policy purview, it would appear best to place the legislative division within ICAPS. It is also necessary to note, parenthetically, that there will in all probability be no session of the Congress prior to 3 January 1947.
- 3. It is felt that no one except the Director of Intelligence or his Deputy, or the Executive Director, will be in a position to make any public statements regarding the work of this organization. In all probability, there will be no publicity handouts from CIG, and any topnotch newspaper or magazine reporter will want to talk with the Director himself, as has been the custom in the past. As it is believed these releases will be kept to a minimum, there appears to be no reason for a public relations division within the Control Branch. Similarly, one man in ICAPS or Operations can be charged with foreign liaison. In all probability any high ranking member of a foreign mission would be accorded the courtesy of an interview with the Director or his Executive. Routine liaison might well be effected through the Office of Collection, once the overall policy has been established.
- 4. There is necessarily existing at this time an effective interdepartmental liaison in the Office of Collection, in the Office

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of Dissemination, in the Office of Research and Evaluation, in the Interdepartmental Coordinating and Planning Staff, and presumably in the Office of Special Operations and in the Office of the Executive for Personnel and Administration. Any further liaison effected by the Control Branch as proposed by paragraph 2 of Changes No. 3 would seem to be without a definite objective or any color of necessity. Such contacts if frequently made might well appear to be "snooping", which would react unfavorably to the CIG as well as to the liaison personnel.

- 5. It would appear that the frequent visits to the intelligence agencies to ascertain matters of general common interest cannot be done by the Control Branch which by its charter appears to be divorced specifically from matters of substantive intelligence. As the results of these visits to various agencies will largely result in discussions involving "pure intelligence", which falls within the jurisdiction of ICAPS, or matters of policy which must in turn be brought to the attention of ICAPS, it would appear that this liaison would best fall within ICAPS.
- 6. With the above thoughts in mind, it appears that the Control Branch should be abolished, and its functions distributed between ICAPS and Operations. If this action is not taken and the Control Branch is still considered to be desirable, then it is believed that it would be necessary to request the assignment of personnel from each department in order to carry out these functions. It is believed that this would be needless utilization of personnel.

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Executive for Control

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	Executive Director	/
	Secretary, NIA	
	Asst. Director for Spec. Operations	
	Asst. Director for Collection	
	Asst. Director for Research	
	Asst. Director for Dissemination	
	Chief, Interdepartmental Staff	
	Executive for Administration	
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CENTRAL INTELLIGENCE GROUP

CHANGES NO. 3 to

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That part of Plate No. 4 of the charts attached to CIG Administrative pertaining to the Control Branch will be replaced by the following:

CONTROL BRANCH

EXECUTIVE FOR CONTROL

- 1. Acts for the Director to perform such special liaison missions as he directs, coordinating with ICAPS on intelligence matters.
- 2. Acts for the Executive Office and assists operating offices of CIG in matters involving contacts and liaison with governmental agencies and individuals except for purely intelligence matters which will be handled by ICAPS. By means of frequent visits to the intelligence agencies of the State, War, Navy and other governmental departments, establishes contacts and ascertains matters of generally common interest for the Director, staff and offices of CIG. It is contemplated that these contacts be established on the level immediately under heads of governmental agencies concerned. Coordination with ICAPS will be maintained with regard to these contacts.
- 3. Establishes and coordinates the procedures relative to the reception of visitors and liaison officers to CIG.
- 4. Acts for the Executive Director to control matters involving contacts and liaison with accredited representatives of foreign governments in the United States. Represents the Director of Central Intelligence with accredited foreign emissaries visiting in the United States.
- 5. Functions as the authorized agent of the Director of Central Intelligence in matters concerning public relations, press releases and publicity.
- 6. Coordinates policy and establishes procedures for CIG relative to matters concerning legislation.

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LIAISON DIVISION

Assistant Executive for Liaison

- 1. Handles matters as directed involving contacts and liaison with governmental agencies and individuals except for purely intelligence matters.
- 2. As directed, establishes and coordinates the procedures relative to the reception of visitors and liaison officers to CIG.
- 3. Handles arrangements involving contacts and liaison with accredited representatives of foreign governments in the United States.

LEGISLATIVE DIVISION

Assistant Executive for Legislation

- 1. Maintains information on legislation affecting CIG and governmental intelligence agencies.
- 2. Coordinates policy and establishes procedures relative to legislation affection CIG.

PUBLIC RELATIONS DIVISION

Assistant Executive for Public Relations

- 1. Handles matters involving public relations.
- 2. Coordinates press releases and publicity.

22 July 1946

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CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE

ORGANIZATION AND FUNCTIONS OF THE CENTRAL INTELLIGENCE GROUP
References: a. C.I.G. "Reorganization"

of the Central Intelligence Group", 19 July 1946.

b. C.I.G. Administrative tion and Functions of Executive Office", 22 July 1946.

- 1. Attached hereto are charts showing the tentative organization and functions of the components of the Central Intelligence Group down to and including the branch level, except for the Interdepartmental Coordinating and Planning Staff for which only general functions are outlined. These charts are intended as a general guide in building the final detailed organization which will be progressively adopted consistent with the availability of personnel, space and funds.
- 2. Acting Assistant Directors of the Offices, and the Acting Chief of the Interdepartmental Coordinating and Planning Staff will submit to the Executive Director detailed recommendations as follows: (a) changes in proposed organization of their respective offices and staff to branch level; (b) detailed organization of divisions, sections, and units within each branch of their respective organizations.
- 3. The Office of Special Operations and the Office of Research and Evaluation will continue their current operations and will progressively expand existing organization and functions along lines prescribed in the attached charts, amended where necessary in accordance with procedures outlined in paragraph 2 above.
- 4. Because of the limited personnel presently available, the Office of Collection, Office of Dissemination, and the Interdepartmental Coordinating and Planning Staff activities will

necessarily be restricted largely to planning for future operations. However, operations will begin as early as practicable and will progressively expand along lines indicated by the attached charts, amended where necessary by action outlined in paragraph 2 above.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

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Colonel, CAC
Executive for Personnel and
Administration

22 July 1946

CENTRAL INTELLIGENCE GROUP

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C. I. G. ADMINISTRATIVE

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ORGANIZATION AND FUNCTIONS OF THE CENTRAL INTELLIGENCE GROUP
References: a. C.I.G. Directive "Reorganization
of the Central Intelligence Group", 19
July 1946.

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b. C.I.G. Administrative Order "Organization and Functions of Executive Office", 22 July 1946.

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No chart attached - 1-

22 July 1946

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

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Colonel, CAS
Executive for Personnel
And Administration

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C.I.G. ADMINISTRATIVE

... ENDMENT NO. 1

ORGANIZATION AND FUNCTIONS OF THE C.I.G.

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1. C.I.G. Administrative Order dated 22 July 1946, Subject: "Organization and Functions of the Central Intelligence Group", and Changes Nos. 1 through 6 thereto, are hereby rescinded.

2. Organization chart dated 22 November 1946, indicating the organizational structure and functions of various components of C.I.G. supersed. any existing orders on this subject.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Colonel, CAC Executive for Personnel and Administration

EFFECTIVE 30 JUNE 1947 CIG ADMINISTRATIVE ORDERS WILL REMAIN IN FORCE UNTIL CANCELLED OR SUPERSEDED

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6 August 1946

CENTRAL INTELLIGENCE GROUP

CHANGES NO. 1 TO

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CIG ADMINISTRATIVE ORDER

of 22 JULY 1946

-Nochart attached

1. Plate 6 "OFFICE OF COLLECTION" of charts "TENTATIVE ORGANIZATION AND FUNCTIONS OF THE CENTRAL INTELLIGENCE GROUP" is
changed as follows:

Paragraph 3 under functions of ASSISTANT DIRECTOR OF THE OFFICE OF COLLECTION is changed to read as follows.

3. In conjunction with the Interdepartmental Coordinating and Planning Staff conducts constant research into the field of collection of information, and recommends new means, methods and techniques for improving the over-all intelligence coverage by United States governmental collecting agencies.

2. Plate 6 of all charts attached to CIG Administrative Order of 22 July 1946 will be corrected accordingly.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Executive for Personnel and Administration

EFFECTIVE 30 JUNE 1947 CIG ADMINISTRATIVE ORDERS HAVING BEEN RES**D**INDED ARE NOT EFFECTIVE AFTER 1 JULY 1947

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12 August 1946

CENTRAL INTELLIGENCE GROUP

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CHANGES NO. 2 TO

July 1946. The following outlines the organization and functions of the interdepartmental Coordinating and Planning Staff (short title ICAPS) and will constitute Plate 3 of the charts attached attached to CIG Administrative

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INTERDEPARTMENTAL COORDINATING AND PLANNING STAFF

- 1. The Interdepartmental Coordinating and Planning Staff will function under the direction of a chief appointed by the Director of Central Intelligence. In the chief's absence, ICAPS will be under the direction of such member of the staff as he may designate. No functional sub-division of the staff as contemplated at this time. Its members will form working groups from time to time to handle procedures, policies, studies, plans, and liaison relative to intelligence matters of CIG and of the State, War, Navy and other governmental departments concerned.
- 2. ICAPS acts for the Director of Central Intelligence in the coordination of intelligence activities related to the national security, and in the preparation of recommendations regarding the establishment of overall policies, plans and procedures to assure the most effective accomplishment of the national intelligence mission.
- 3. In discharging these responsibilities this staff will maintain continuous supervision of the planning and coordination of the ntelligence activities of the Central Intelligence Group. It will focus its activities on the coordination of the intelligence activities of the State, War, Navy and other governmental departments and individuals concerned, to assure that:

EFFECTIVE 30 JUNE 1947 CIG ADMINISTRATIVE ORDERS HAVING BEEN RESCINDED ARE NOT EFFECTIVE AFTER 1 JULY 1947

- a. The facilities of each activity are adequate to discharge its responsibilities;
- b. All appropriate fields of intelligence endeavor are adequately covered;
- c. The facilities of the Central Intelligence Group are operating to provide the best possible service to the State, war, Navy and other governmental departments and individuals concerned;
- d. Raw information from all sources is received by the Central Intelligence Group and, where appropriate, promptly distributed to the State, War, Navy and other governmental Departments and individuals concerned;
- e. The intelligence requirements of the State, War, Navy and other governmental departments and individuals concerned an adequately met;
- f. Methods, procedures and controls are adequate within the Central Intelligence Group and the State, War, Navy and other governmental departments for the expeditious collection and integrated research and evaluation of information, and for the prompt dissemination of strategic and national policy intelligence.
- 4. To the end that ICAPS may fully discharge its responsibilities concerning intelligence matters, the Executive Director, after an appropriate review for administrative coordination, will refer to ICAPS for overall planning and policy coordination all proposed policies, plans and procedures related to intelligence matters which may originate in the offices of CIG. Wherever practicable, policies, plans and procedures initiated by offices of CIG will be cooredinated with ICAPS from their inception. Any new projects requiring consultation with the intelligence agencies of the government must be so coordinated. In discharging its responsibilities, ICAPS may vequest the offices of CIG to conduct such studies or to provide

such personnel or other assistance to ICAPS as it considers necessary to assist it in the conduct of its studies. Such requests will normally be forwarded to the offices through the Executive director for administrative coordination. Exceptions to the foregoing procedure will be matters pertaining to the Office of Special Operations, over which the Director of Central Intelligence maintains direct control. On such matters, ICAPS will make recommendations for coordination and planning to the Director, who will issue necessary instructions to the Assistant Director for Special Operations.

- 5. ICAPS will make recommendations concerning new plans and policies or changes in existing policies relating to intelligence matters to the Executive Director for policy decision by the Director. ICAPS shall call on the Executive Office for such assistance as it may require in the final drafting of documents being prepared for the approval of the Director or for presentation by the Director of the NIA.
- 6. ICAPS will act for the Director to assure the proper implementation of those intelligence policies, plans and procedures which have been approved by the Director or by the NIA.
- 7. ICAPS will establish and coordinate the procedures relative to CIG liaison and contacts with the participating agencies of the United States Government pertaining to intelligence and will coordinate the working liaison arrangements and procedures relating to intelligence established by the operating offices of CIG with participating agencies of the United States Government.
- 8. In conducting the studies for the coordination of the intelligence activities of the State, War, Navy and other governmental agencies and individuals ICAPS will maintain direct liaison with the various intelligence agencies of the Government and with related individuals and organizations.

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9. ICAPS will provide or arrange for CIO representation relative to intelligence matters on departmental or interdepartmental committees, boards, groups, etc., including committees of the JCS, effecting the necessary coordination in these matters with the Executive Staff and the Operating offices of CIG.

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Colonel, CAC, Executive for Personnel and Administration. **ILLEGIB**

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16 August 1946



CENTRAL INTELLIGENCE GROUP

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CHANGES NO. 3 TO

1. Reference is made to Plate No. 4 of charts attached to

Nocharts attached

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- C.I.G. dated 22 July 1946. The Control Branch, together with its three devisions, is eliminated from the chart. The functions of the Control Branch, as outlined on Plate No. 4, are reassigned as follows:
 - a. Those pertaining to foreign limison and public relations to the Advisory Council, Operations Branch Executive Office.
 - b. Those pertaining to departmental liaison to ICAPS.

 In this connection, reference is made to Changes No. 2 to

 C.I.G. Administrative Order dated 12 August 1946.
 - c. Those pertaining to legislative liaison to the Personnel and Administrative Branch, Executive Office.
- 2. A revised plate No. 4 pertaining to the Executive Staff Central Intelligence Group, will be published in the near future.

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Executive for Personnel and Administration

Effective 30 June 1947 CIG ADMINISTRATIVE ORDERS HAVING BEEN RESCINDED ARE NOT EFFECTIVE AFTER 1 JULY 1947

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3 September 1946

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CENTRAL INTELLIGENCE GROUP



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C.I.G. ADMINISTRATIVE

1. Reference is made to C.I.G. Administrative dated 22 July 1946 and to the charts attached thereto. Changes are made in the charts attached to C.T.G. Administrative Order

as follows:

- a. On Plate No. 1, "ORGANIZATION CENTRAL INTELLIGENCE GROUP", change the solid line between the "Executive Office" and the "Secretary, National Intelligence Authority", to a dotted line, and show a solid line from the "Director of Central Intelligence" to the "Secretary, National Intelligence Authority."
- b. On Plate No. 2 "Office of the Director", insert below the block labeled "Secretariat" a new block with dotted lined labeled "Secretariat, National Intelligence Authority" and join this new block with the "Director of Central Intelligence" by a solid line and with the "Executive Staff" by a dotted line.
- c. On Plate No. 3, "INTERDEPARTMENTAL GOORDINATING AND PLANNING STAFF" add Paragraph 10 to read as follows:
- 10. ICAPS will act for the Director in a staff capacity to maintain over-all supervision of organizational matters pertaining to C.I.G. including the functional organization of the offices and the activities of C.I.G., and the over-all allotment of personnel to the various components of C.I.G. in coordination with the Executive for Personnel and Administration.

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EFFECTIVE 30 JUNE 1947 CIG ADMINISTRATIVE ORDERS HAVING BEEN RESCINDED ARE HOT EFFECTIVE AFTER 1 JULY 1947

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d. Substitute for Plate No. 4, "EXECUTIVE STAFF, CENTRAL INTELLIGENCE GROUP", as amended by Changes No. 3 to C.I.G. Administrative the attached chart, "EXECUTIVE STAFF, CENTRAL INTELLIGENCE GROUP" revised 30 August 1946.

Plate No. 4 dated 22 July 1946 should be destroyed and the new plate attached substituted therefor.

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Executive for Personnel and Administration

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10 September 1946

CENTRAL INTELLIGENCE GROUP

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CHANGES NO. 5 TO

-No Charts attached

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- 1. Reference is made to C.I.G. Administrative or dated 22

 July 1946 and to Plates 1, 2, 6, and 8 of the Charts attached thereto. The

 following changes in organization and functions are effective this date:
 - a. The Office of Collection is abolished.
 - b. The Office of Dissemination is abolished.
 - c. The Office of Collection and Dissemination is constituted and all functions currently assigned to the Office of Collection and the Office of Dissemination are reassigned to the Office of Collection and Dissemination, except as indicated in subparagraph d. below.
 - d. The functions of the Office of Dissemination pertaining to maintaining an operations room, and briefings and presentations in connection therewith are transferred to the Office of Research and Evaluation.
- 2. Detailed functional charts reflecting this change in the organization of C.I.G. will be issued later. For planning purposes the following additional change is contemplated:
 - a. Reference Plate 6 of the charts attached to C.I.G. Administrative

 Order the Security Branch, Office of Collection will be abolished at a later date and reconstituted as the Office of Security.
- 3. In the future recommendations called Bor by paragraph 2, C.I.G. Administrative will be submitted to ICAPS, attention

 Advisor for Organizational Management.
- 4. Personnel Orders making the necessary reassignment of personnel will be issued separately.

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Colonel, CAC

EXECUTIVE 30 JUNE 1947 CIG ADMINISTRATIVE ORDERS HAVING BEEN RESCINDED

ARE NOT EFFECTIVE AFTER 1 JULY 1947

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31 October 1946

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CENTRAL INTELLIGENCE GROUP

CHANGES NO. 6 TO

C.I.G. ADMINISTRATIVE

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1. Reference CIG Administrative Order dated
22 July 1946 setting forth the tentative organization and functions
of the components of the Central Intelligence Group.

2. The name of the "Office of Research and Evaluation", CIG, is hereby changed to the "Office of Reports and Estimates".

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Deputy Executive for Personnel

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EFFECTIVE 30 JUNE 1947 CIG ADMINISTRATIVE ORDERS HAVING BEEN RESCINDED ARE NOT EFFECTIVE AFTER 1 JULY 1947

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C.I.G. ADMINISTRATIVE

AMENDMENT NO. 1

ORGANIZATION AND FUNCTIONS OF THE C.I.G.

25X1A

1. C.I.G. Administrative dated 22 July 1946, Subject: "Organization and Functions of the Central Intelligence Group", and Granges Nos. 1 through 6 thereto, are hereby rescinded.

2. Organization chart dated 22 November 1946, indicating the organizational structure and functions of various components of C.I.G. supersed. any existing orders on this subject.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Colonel, CLC Executive for Personnel and Administration

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